

# U.S. DEPARTMENT OF COMMERCE

Bureau of the Census  
Seattle Regional Census Center  
Bothell, WA 98011

## HOW TO APPLY

### STEP ONE- Testing:

- ❖ Contact the Census Recruiting Office at [1-866-861-2010](tel:1-866-861-2010) to schedule an appointment to take the Census Non-Supervisory Field Test (D-267).
- ❖ Applicants **MUST** bring the following documentation to the testing session:
  - **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
  - List of **three** references (personal or professional)- name, phone number and address.
  - DD-214, Certificate of Release or Discharge from Active Duty (*if applicable*).
  - SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation.
- ❖ Applicants will complete the following forms at the testing session:
  - BC-170D, Census Employment Inquiry
  - OF-306, Declaration for Federal Employment
  - I-9, Employment Eligibility Verification
  - D-237, Certificate of VSIP or “Buyout” (*if applicable*)
  - D-267, Census Non-Supervisory Field Test

### STEP TWO- Application:

- ❖ Submit the following application materials by mail:
  - *OF-612, Optional Application for Federal Employment* (PDF version is available on our Regional website, or at OPM.gov), **OR** a Resume (any format). An Application for Federal Employment, SF-171 (obsolete), may also be used. **The following must be included on the OF-612 or Resume:**
    - Recruiting Bulletin number (**e.g. AF-09-2010-AA-01SEA**) & title of position.
    - Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.

- List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
  - Country of citizenship (this Federal position requires U.S. citizenship).
- ❖ Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (1-866-861-2010).
  - ❖ Failure to provide the required application materials and information may result in loss of consideration.

❖ **Applications (OF-612 and/or Resume) must be submitted by mail to:**

**U.S. Census Bureau  
Attn: Lori Ann Brockmeyer  
19820 North Creek Parkway  
Suite 100  
Bothell, WA 98011**

## **APPLICATION DEADLINE:**

**THIS IS AN OPEN-CONTINUOUS ANNOUNCEMENT- APPLICANTS WILL BE REFERRED UNTIL VACANCIES ARE FILLED.**

## **APPLICATION CHECKLIST**

- ❖ Contact Recruiting to schedule a testing appointment- [1-866-861-2010](tel:1-866-861-2010).
- ❖ Bring **two** forms of *current* acceptable ID, list of **three** references, DD-214 and SF-15 (if applicable) to the testing session.
- ❖ Complete the test and required documents, at the testing session.
- ❖ Mail a complete OF-612 and/or Resume- to the address above.
- ❖ Complete the Testing and Application process by the Closing Date.

## EXAMPLES OF ACCEPTABLE IDENTIFICATION

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B.**

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it. Must be a valid ID- *not* expired. Some examples include, but are not limited to:

**A**

- U.S. Passport
- Driver's License or State ID card
- U.S. Military card or Military dependent's ID card
- Photo ID issued by federal, state, or local government agencies or entities

Second identification- Some examples include, but are not limited to:

**B**

- U.S. Social Security card
- Original, or certified copy of a birth certificate issued by a state, county, municipal, authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

## ADDITIONAL INFORMATION

- ❖ This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- ❖ Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- ❖ Payment of relocation expenses IS NOT authorized.
- ❖ You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- ❖ Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- ❖ If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- ❖ Applicants must be 18 years of age or older to be hired.
- ❖ Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference, will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- ❖ Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

### THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR

**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Recruiting Bulletin**

**ISSUE DATE:** November 12, 2008  
**CLOSING DATE:** December 31, 2008

**Recruiting Bulletin No. AF-09-2010-AA-01SAJ**  
Seattle Regional Census Center  
Bothell, WA

**THIS IS AN OPEN-CONTINUOUS ANNOUNCEMENT- APPLICANTS WILL BE REFERRED UNTIL VACANCIES ARE FILLED.**

**POSITION TITLE:** **Administrative Assistant**  
**PAY RATE:** **\$20.00 per hour**  
**NUMBER OF VACANCIES:** **One**  
**EXCEPTED SERVICE APPOINTMENT:** **Schedule A Appointment, not-to-exceed one year, with the possibility of extension.**  
**WORK SCHEDULE:** **This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.**  
**DUTY LOCATION:** **San Jose, CA**  
**AREA OF CONSIDERATION:** **External- All qualified U.S. Citizens currently residing in the any of the San Jose Early Local Census Office counties.**

**QUALIFICATIONS:** All applicants **MUST** take and pass a written test. Application must reflect demonstrated experience related to the specified duties listed below.

**DUTIES:** Incumbent servers as an Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquires of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.